



John Irvin

Balancing Your Work & Your Life™

Life is change. The rate of change is faster than ever. There is hardly a time to catch one's breath before the next change comes along. Since we can't slip back to a slower, simpler time, the only alternative is to face what comes our way, focusing our available energy on the things that are important and the places where we can make a difference.

We call it balancing. What we are doing is using the energy we have available on any given day to do the many things we want, need and have to do.

This interactive presentation will give you tips and techniques so that you can make the most of your time and your energy.

This one hour presentation addresses:

- What Is Balance?
- Four Steps To Dealing With Multiple Demands
- Internal vs. External Stressors
- Identifying Priorities
- Evaluating Demands
- Organizing
- Maintaining Good Health During Periods of High Demands
- Minimizing "Time Wasters"